



Coos County Area Transit  
Service District  
93781 Newport Lane  
Coos Bay, OR 97420  
(541) 267-7111  
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Job Title: Driver II, Relief Driver  
Supervisor: Operations Supervisor  
Location: Coos Bay, OR; Bandon, OR; Myrtle Point, OR; Coquille, OR  
Starting Pay: \$11.50-12.39  
Hours: Part-time, varied  
Closing Date: Until Filled

### SUMMARY:

Coos County Area Transit is seeking a safe, reliable, experienced driver for our fixed route service. The ideal candidate must be an excellent communicator and able to remain calm and composed under emotional confrontations. Must be able to multi-task, as well as take appropriate action with little or no supervision. The Driver position provides fixed-route & dial-a-ride general public transportation within the Coos County service area. The primary objective of the bus driver is to provide safe, reliable, and efficient public transportation. The driver must also ensure that the highest possible safety standards are followed in the operation and maintenance of the assigned vehicle. **This is a safety sensitive position subject to federal Department of Transportation regulations, which includes random drug testing.**

### ESSENTIAL DUTES AND RESPONSIBILITIES

- Picks up and drops off the general public and disabled clients/senior citizens on a daily basis along established fixed routes or in accordance with the dispatch log.
- Assists passengers when boarding/de-boarding a transit vehicle in accordance with the Americans with Disabilities Act (ADA).
- Adheres to all policies regarding transit vehicles operating along fixed routes and for demand response services. This includes safely driving a passenger vehicle in accordance with all state and federal requirements.
- Maintains knowledge of all fixed routes, stop locations, stop and cross connection times.
- Maintains knowledge of all federal operating parameters when providing demand response services in accordance with the ADA.
- Reports all accidents and completes required reports.
- Daily removal of litter and light cleaning of vehicles.
- Operation of 2-way radio.
- Accepting cash or ride tickets from riders.
- Completes necessary paperwork, to include maintenance and service records.
- Performs other duties as assigned by supervisor.

## QUALIFICATIONS

Have a valid Oregon Class “B or C” commercial Driver’s License w/passenger endorsement and current DOT (Department of Transportation) medical card. Need to be able to pass a criminal background check and DMV check. Ability to speak and write effectively in English to communicate with the customer and document in writing for employer.

SUPERVISORY RESPONSIBILITIES - None

## EDUCATION AND EXPERIENCE

High school graduation or equivalency and two years related experience; or a satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties. Basic knowledge of safety practices, laws, rules, regulations and precautions in operating a vehicle.

## OTHER SKILLS AND ABILITIES

Customer service is a must! Must have ability to work with people. Must present a neat appearance and always be an ambassador for not only CCAT but the county as well.

## BACKGROUND INVESTIGATION

Those employed in this position are subject to drug testing and a background investigation, including criminal background investigation and DMV driving record report.